



COUNTY OF SAN BERNARDINO

NO. 15-1.10

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STANDARD PRACTICE

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT QUALITY MANAGEMENT COMMITTEE  
MEMBERSHIP/PARTICIPATION

APPROVED

JAMES McREYNOLDS, Director

I. PURPOSE

- A. To ensure that the quality management committees are represented by appropriate staff as required.
- B. To ensure that each member selected will perform his/her assigned responsibilities to his/her fullest capacity.

II. POLICY

The Quality Management Committee should include representatives of the professional disciplines and different programs that are involved with the quality of care provided by the San Bernardino Department of Behavioral Health.

III. PROCEDURES

- A. The Quality Management Committee (main committee) is represented by:
  - 1. Deputy Director of Medical Services, Chair, (member of all committees).
  - 2. Quality Management Coordinator (member of all committees).
  - 3. Chairpersons of all quality management committees:
    - a. Clinical Records Committee
    - b. Inpatient CQI Committee
    - c. Medication Monitoring Committee
    - d. Quality Improvement Working Committee
    - e. Utilization Review Committee
  - 4. Administrative representative
  - 5. Recorder

B. The above mentioned committees include representatives of the following disciplines or offices:

- . Medical Records Supervisor
- . Psychiatrist
- . Psychologist
- . RN
- . Marriage, Family, Child Counselor
- . Licensed Social Worker
- . Pharmacist
- . Business office

If any membership slot becomes vacant, the Deputy Director of that represented area will be asked to make recommendations. Final approval will be the responsibility of the Deputy Director of Medical Services.

#### IV. PARTICIPATION

Active participation of committee members is required:

- A. A schedule of committee meetings will be given to each member at the beginning of the fiscal year and updated every six months. The Quality Management Secretary will send a written notice or reminder before scheduled meetings. Notification of cancellation or change in meeting dates will be sent in writing also.
- B. A member who cannot attend a meeting and notifies the Quality Management Secretary is "excused." He/she should send a representative. A member who does not provide notification in a timely manner is "unexcused."
- C. Program Managers of committee members with two consecutive unexcused absences will be notified. It is the responsibility of the Program Manager to take action concerning absenteeism of his/her appointed member. The Program Manager should inform the Chair of the Quality Management Committee of a decision to replace the member or to continue the member's representation with assurance of that member's future attendance.

#### V. CONFIDENTIALITY

- A. All members as well as his/her representatives will sign an oath of confidentiality. The attendee will not discuss information shared within the meetings regarding patients and/or DBH staff outside the meeting in order to ensure nondiscoverability of information.